

**LANGLADE COUNTY  
PERSONNEL COMMITTEE REPORT**

**Meeting Date: 5/4/2017**  
**Time: 9:00 a.m.**

**CHAIRMAN:** Doug Nonnenmacher

**MEMBERS PRESENT:** Doug Nonnenmacher, Arlene Bonacci, Richard Hurlbert, Jim Jansen, and Pete Pennington

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Gary Olsen, Robin Stowe, Alisha Resch, Dave Solin, Vern Cahak, Ron Barger, and Becky Rank

The meeting was called to order at 9:00 a.m. by Chairman Nonnenmacher, Courthouse, Room 203.

**Pledge of Allegiance.**

**Approve/amend Minutes of April 6, 2017 Personnel Committee Meetings.** Motion by Bonacci, second by Jansen to approve the minutes of April 6, 2017. All ayes, motion carried.

**Approve/amend the Agenda of May 4, 2017 Personnel Committee.** Motion by Hurlbert, second by Pennington to approve the agenda of May 4, 2017. All ayes, motion carried.

**Public comment on agenda items, and consideration of requests for items to be added to future meeting agendas.** Supervisor Pennington asked that the recommendations from the Employee Handbook Advisory Committee be brought back to the Personnel Committee for review. Gary Olsen suggested holding an Employee Handbook Advisory Committee meeting to review the requests before they are presented to the Personnel Committee. Supervisor Solin designated Supervisor Bonacci to serve on the Employee Handbook Advisory Committee to represent the Personnel Committee. Information only.

**Review Request for an additional Social Worker position for the Children and Families Support Unit.** Ron Barger, Health and Social Service Director is requesting for an additional Social Worker position to be created for the Children and Families Support Unit. Barger presented a handout to the Personnel Committee showing drastic increase in referrals for cases that have child neglect, which has a substance abuse component attached to it. Hand out is available at the County Clerk's office.

Motion by Hurlbert, second by Bonacci to approve the request for an additional Social Worker position to be created. All ayes, motion carried.

**Discuss/review the status of the Ad Hoc Human Resources & Administration Needs Study Committee, (i.e., to determine whether the Committee can consider taking actions on any findings of the Ad Hoc Committee to date).** Robin Stowe is asking for the Personnel Committee to leave this agenda item on each agenda to ensure once a recommendation is made by the Ad Hoc Human Resources & Admin Needs Study Committee that then the Personnel Committee will be able to act on the recommendation without delay. Supervisor Nonnenmacher is on the Ad Hoc Committee and gave an overview of the information that was discussed at the April 26, 2017 Committee meeting. The next Ad Hoc meeting will be held on May 16, 2017 in the Finance Office across from the County Board room before the County Board meeting then again on May 31, 2017. During the scheduled meetings, discussion will be held on the Human Resource Director Job Description, Position Descriptions, Staff for Human Resources, Budget for Human Resources, Oversight for Human Resources and the Recruitment Process. Discussion held. Information only.

**Review and Revise Personnel Policies.** None, Gary Olsen and Robin Stowe will be in contact with all Department Heads and will bring suggested policy revisions to the Personnel Committee at one time.

**Human Resources Director's Report.** Gary Olsen gave an overview of the HR Department. Olsen, Resch and Stowe meet weekly regarding the HR duties and concerns. Olsen stated that the number one concern is

consistency throughout the County. Olsen addressed the need to have annual training for all employees and Department Heads (FMLA, Return to Work, Workman Comp).

Alisha Resch gave an update on the recent recruitments stating that most of her time is being spent on setting up the new hired employees with all required paperwork and information.

- Assistant Code Administrator/Land Conservationist in the Land Records Department has started.
- Shoreland Protections Specialist (LTE) in Land Records and Regulations Department has been hired and started.
- Two dispatchers have recently started. Resch is now working with Don Bergbower, Jail Administrator to compile and eligibility list for dispatchers.
- Three Sheriff Deputies have accepted offers. Two of the Deputies will start late May, early June, contingent on all paperwork and physicals being completed. The other Deputy is waiting on testing to be completed before a start date can be determined.
- Recruitment for one more Correction Officer and an eligibility list is still active.
- Staff Account in the Finance Department will start on May 8, 2017.
- Sergeant Investigator promotion interviews will begin.
- Interviews for an Economic Support Specialist will be May 17, 2016. Candidates were chosen off the eligibility list, no recruitment has taken place.

10:15 a.m. Committee took a 5 minute recess.

**At approximately 10:25 a.m., consider moving into closed session pursuant to Section 19.85 (1)(c)(f), Wis. Stats., to review employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and/or to review financial, medical, social or personnel histories of specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; to discuss personnel issues.**

Motion by Pennington, second by Bonacci to move into closed session. Chairman Nonnenmacher, aye; Bonacci, aye; Hurlbert, aye; Jansen, aye; Pennington, aye. The Committee commenced to closed session at 10:20 a.m.

**At approximately 10:45 a.m., return to open session with possible action taken on any matters discussed in closed session.**

Motion by Hurlbert, second by Pennington to return to open session. All ayes, motion carried. The Committee returned to open session at 10:40 a.m.

Motion by Bonacci, second by Pennington to authorize Robin Stowe to move forward with the action that was discussed in closed session. All ayes, motion carried.

**Review monthly budget summary for Circuit Court, Clerk of Circuit Court, Probate/Juvenile, Register of Deeds and District Attorney.** none

**Set date for next meeting.** Next regular meeting is on Thursday, June 8, 2017 at 9:00 a.m., Room 203, Courthouse.

**Adjourn the Meeting.** Motion by Bonacci, second by Nonnenmacher to adjourn the Personnel Committee meeting at 10:45 a.m. All ayes, motion carried.

Respectfully Submitted,  
Becky Rank, Recording Secretary